

**261—188.4(15) Business’s employment base.** “Business’s employment base” means the number of jobs that the authority has established as the job base for a project based on payroll information provided by the business. The number of jobs the business has pledged to create and retain shall be in addition to the business’s employment base.

**188.4(1)** The business’s employment base will include the number of full-time employees employed at the project location. It may include the business’s full-time employees as identified by the authority who are employed in this state but are not employed at the project location.

**188.4(2)** There are projects where the funded activity occurs at more than one physical location. If this is the case, the total number of full-time employees working at the identified locations constitutes the business’s employment base.

**188.4(3)** If there are multiple awards made in different years to the same location, the business’s employment base will be calculated by using the payroll document from the oldest award that is open. Over time, the job obligations from each new award will be added to this base.

EXAMPLES:

Company X receives award 1 on 5/1/06. The authority has verified that the business’s employment base is 100 FTEs. Award 1 obligates company X to create 10 jobs and retain 30 jobs; there are 10 other jobs in the project (the 10 other jobs are created jobs that do not meet the qualifying wage). The qualifying wage for this award is \$16.50/hr and the benefit value is \$4.00/hr. The award is made from the IVF (2005) program.

Company X receives award 2 on 9/1/06. After the payroll is reviewed, the actual number of FTEs at the facility is 107, but 120 (original base + award 1 obligations) will be used as the business’s employment base for this award. Award 2 obligates company X to create an additional 25 jobs.

Company X receives award 3 on 3/1/07. After the payroll is reviewed, the actual number of FTEs at the facility is 140, but 145 (original base + award 1 obligations + award 2 obligations) will be used as the business’s employment base for this award.

**188.4(4)** The business’s employment base is calculated as part of the application process and is determined before an award is made. The following data points will be verified regarding a business’s employment base:

- a. The total number of FTEs at the funded facility or at locations identified by the authority as indicated in subrule 188.4(1) (the business’s employment base).
- b. The average wage of all FTEs.
- c. The qualifying wage used in the award.
- d. The benefit value used in the award.
- e. The total number of FTEs at the funded facility that are currently at or above the qualifying wage.
- f. The average wage of the FTEs identified in paragraph “e.”
- g. The total number of FTEs at the funded facility or at locations identified by the authority as indicated in subrule 188.4(1) that are currently at or above the qualifying wage after the benefit value has been added.
- h. The average wage of the FTEs identified in paragraph “g.”

**188.4(5)** Business’s employment base verification. Payroll documents must be collected to calculate and verify the business’s employment base used in each award. The payroll document must include an ID (name or employer ID number) and the hourly rate of pay for all FTEs. If the FTEs at the facility do not typically work 40 hours/week, documentation must be collected from the business outlining what the business considers a full-time workweek and how the business’s interpretation fits within the norms of its industry standards. This interpretation may or may not be accepted by the authority.

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